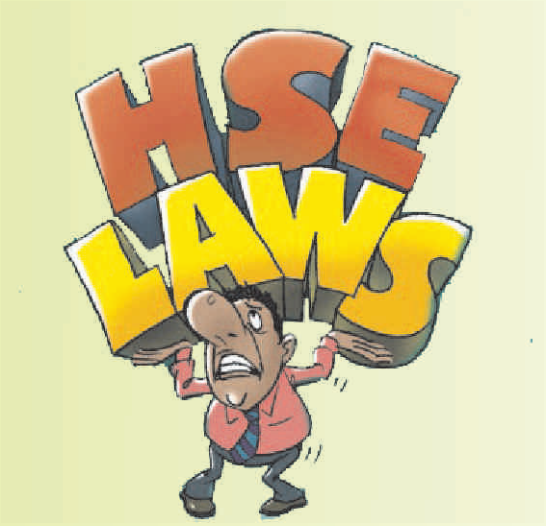
User Guide

Do you break out into sweat with 'HSE Legal Compliance' hounding you??



Relax !!!

Webstac

Web based statutory compliance

Webstac
Software Pvt. Ltd.

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Panchpakhadi,Thane (W) 400602. Off. : +91 22 2533 7774,
Website: www.webstac.in Email: contact@webstac.in, help@webstac.in

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Section A – Demo

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I- Registration for Demo

To access the Demo application, perform the following steps in a given order:

- Open the Internet Explorer browser. Webstac can be only viewed in Internet Explorer.
  Note: Webstac is best viewed in Internet Explorer 6.0 and above.
- In the address bar, type www.webstac.in
- Click on "**TRY DEMO (Maharashtra)"** as highlighted in the screen below.
- For browsing you will need user manual. For downloading it click on "**DOWNLOAD USER MANUAL FOR DEMO**" tab in centre of the home page.

Home
About Us
Packages
Contact Us
Site Map
Webstac
Software Pvt. Ltd.
SEnSE_L Login
User ID:
Password:
Forgot Password?
Login
Click here to register
BasIC Login
User ID:
Password:
Forgot Password?
Login
Packages Offered
Watch BasIC Presentation
DOWNLOAD USER MANUAL FOR DEMO
TRY DEMO (Maharashtra)
BasIC(Basic Information in Compliance) Package
Contains hyperlinked text of HSE Laws & Rules across India. It includes Commentary, FAQs and many other useful features...more>>
SECT_e (Safety & Environment Compliance Tracker_ enterprise) Package
A package designed to assist and ensure compliance under Health Safety & Enviornment legislation, in time... more>>
Safety and Environment Super Encyclopedia_ Legal (SEnSE_L)
An economy edition of our earlier package BasIC, containing huge information on HSE running in to around 26000
Features
menu driven, Root Cause Analysis for tracking, analyzing and evolving the recommendations for all types of incident/accident ...more>>
Do you break out into sweat with 'HSE Legal Compliance' hounding you??

Figure 1. Webstac Home Page

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Step 1 of is gathers preliminary information about the user.
Fill information for Demo registration in the screen that will open as under.

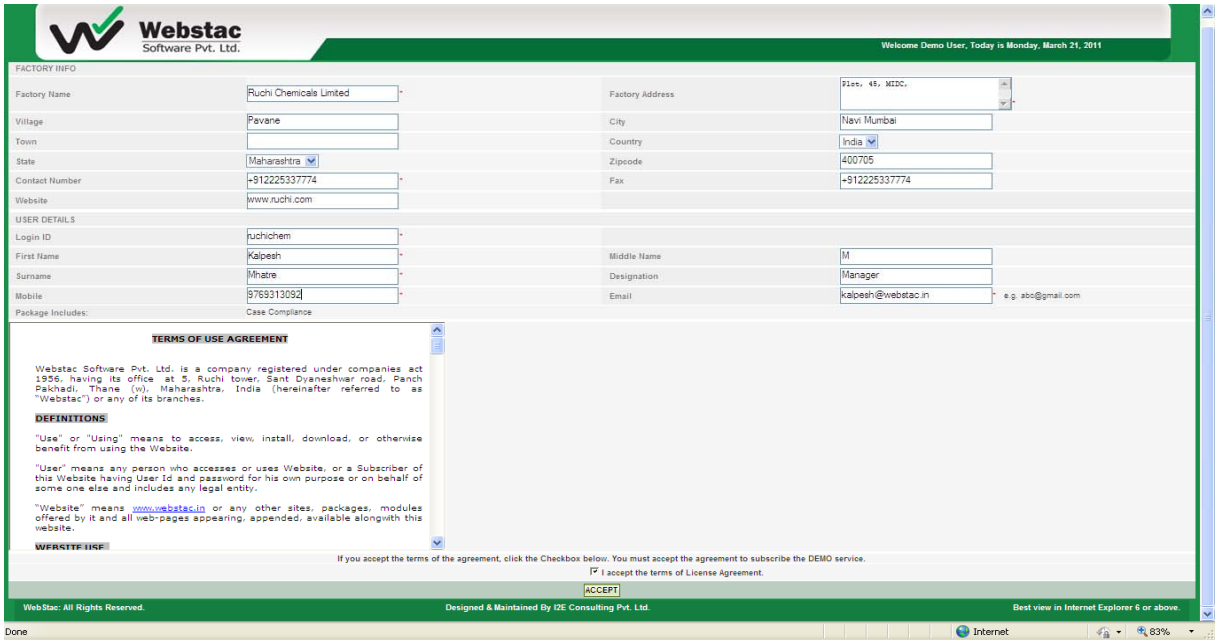
Webstac
Software Pvt. Ltd.
Welcome Demo User, Today is Monday, March 21, 2011
FACTORY INFO
Factory Name
Ruchi Chemicals Limited
Factory Address
Plot, 48, MIDC,
Village
Pavane
City
Navi Mumbai
Town
Country
India
State
Maharashtra
Zipcode
400705
Contact Number
+912225337774
Fax
+912225337774
Website
www.ruchi.com
USER DETAILS
Login ID
ruchichem
First Name
Kalpesh
Middle Name
M
Surname
Mhatre
Designation
Manager
Mobile
9769313092
Email
kalpesh@webstac.in
e.g. abc@gmail.com
Package Includes:
Case Compliance
TERMS OF USE AGREEMENT
Webstac Software Pvt. Ltd. is a company registered under companies act 1956, having its office at 5, Ruchi tower, Sant Dyaneshwar road, Panch Pakhadi, Thane (w), Maharashtra, India (hereinafter referred to as "Webstac") or any of its branches.
DEFINITIONS
"Use" or "Using" means to access, view, install, download, or otherwise benefit from using the Website.
"User" means any person who accesses or uses Website, or a Subscriber of this Website having User Id and password for his own purpose or on behalf of some one else and includes any legal entity.
"Website" means www.webstac.in or any other sites, packages, modules offered by it and all web-pages appearing, appended, available alongwith this website.
If you accept the terms of the agreement, click the Checkbox below. You must accept the agreement to subscribe the DEMO service.
I accept the terms of License Agreement.
ACCEPT
WebStac: All Rights Reserved.
Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.
Done
Internet
83%

Figure 2. Registration for Demo

After filling the information and on accepting terms and conditions, you will see following message.

"Thank for your interest in Webstac. You will soon receive mail containing your User id & Password to access demo."

Very soon, you will also receive a mail, with user name and password, confirming that you had been registered with us, as under.

Dear _____,
Welcome to Webstac.
Your have been added as a user for Demo version of this website.
Below is your User Id & Password:
User Id : System generated
Password : System generated
Valid From DD/MM/YYYY to DD/MM/YYYY
You may now log in using this user id & password.
URL of login page for DEMO of our Website

If you have any trouble with the link above, you may directly copy URL in corresponding place of browser.

If you had already registered for demo and issued with user id and password please click on login for demo and start using the demo.
Please remember that the User Id and Password for Demo expires in 15 days from the date of registration.

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II - Moving around in Demo –

1. Laws, Rules and Guidance Material

Once you have received user ID and Password for "Demo", in the home page, please click on tab "**TRY DEMO (Maharashtra)"** see figure below.

Home
About Us
Packages
Contact Us
Site Map
Webstac
Software Pvt. Ltd.
SEnSE_L Login
User ID:
Password:
Forgot Password?
Login
Click here to register
BasIC Login
User ID:
Password:
Forgot Password?
Login
Packages Offered
Watch BasIC Presentation
DOWNLOAD USER MANUAL FOR DEMO
» TRY DEMO (Maharashtra)
BasIC(Basic Information in Compliance) Package
Contains hyperlinked text of HSE Laws & Rules across India. It includes Commentary, FAQs and many other useful features...more>>
SECT_e (Safety & Environment Compliance Tracker_ enterprise) Package
A package designed to assist and ensure compliance under Health Safety & Enviornment legislation, in time... more>>
Safety and Environment Super Encyclopedia_ Legal (SEnSE_L)
An economy edition of our earlier package BasIC, containing huge information on HSE running in to around 26000
Features
menu driven, Root Cause Analysis for tracking, analyzing and evolving the recommendations for all types of incident/accident ...more>>
Do you break out into sweat with 'HSE Legal Compliance' hounding you??

Figure 3. Webstac Home Page

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On clicking "**TRY DEMO (Maharashtra)"** following page will open.

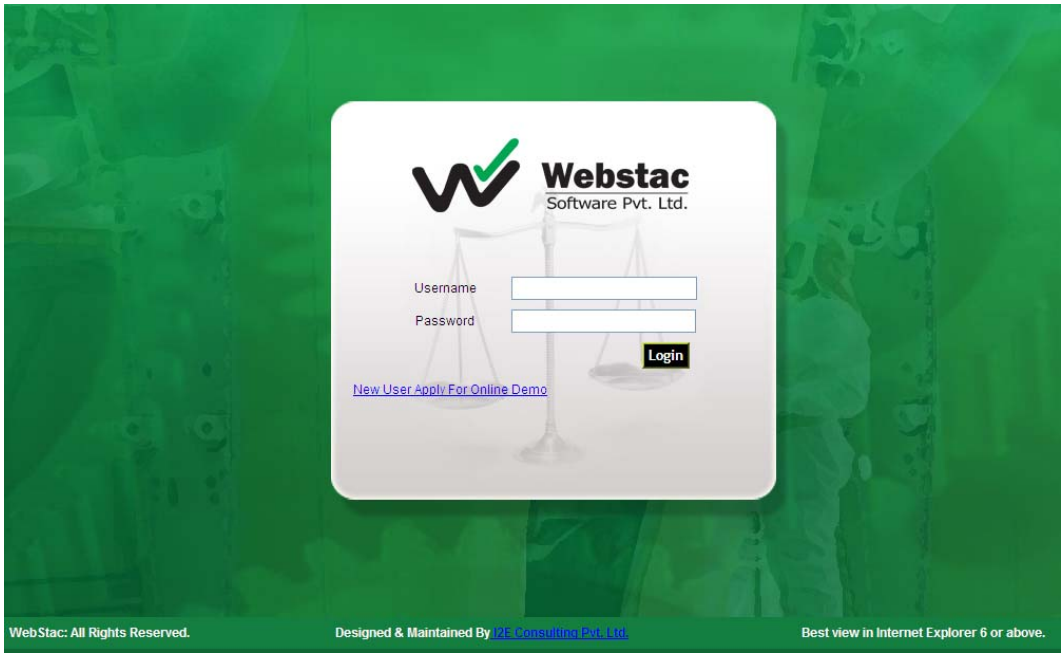

Figure 4. "Demo" login page

Enter the User ID & password and it will take you to page below.

On logging in you will see a "Landing page" with menu bar near top, showing tabs Round and About, Web Library, FAQ, Case Law, etc. Those will take you to corresponding topics as explained in following pages.

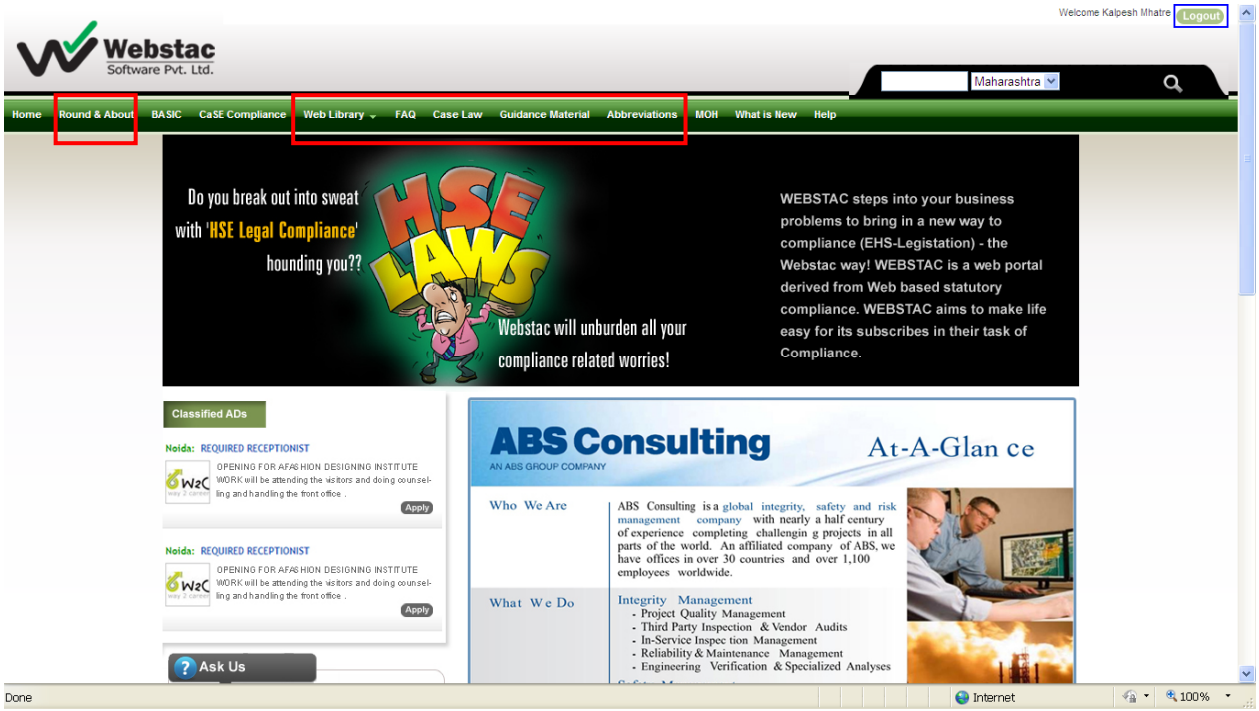

Figure 5. Landing Page

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1.1. Search

Webstac portal is provided with search option similar like Google, for searching the database of information & help user to reach his destination within minimum time span. The search window is provided on all pages of information on portal.

Information and guidance in limited manner is available in DEMO Version on following;

1.2. Round and About

- *On Clicking Round and About a drop down menu opens (Figure below) showing two tabs*
  - *Round*
  - *About*

On Clicking Round, a list of Acts/Rules appears

- *Select any of those Act/Rules*
- *If you select Factories Act and Maharashtra Factories Rules, 1963, following screen opens*
- This module deals with most important provisions of the Act/Rule with action related menu at Left. (See Figure below)

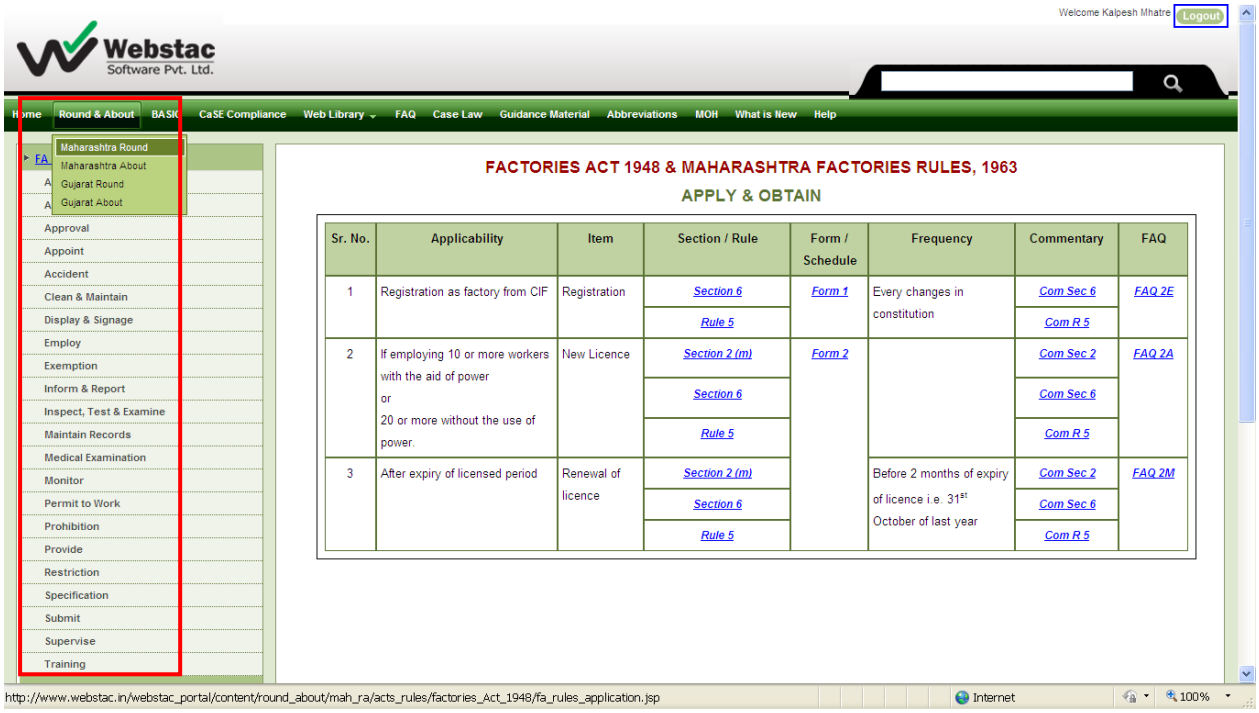
Webstac
Software Pvt. Ltd.
Welcome Kalpesh Mhatre
Logout
Round & About
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
Maharashtra Round
Maharashtra About
Gujarat Round
Gujarat About
Approval
Appoint
Accident
Clean & Maintain
Display & Signage
Employ
Exemption
Inform & Report
Inspect, Test & Examine
Maintain Records
Medical Examination
Monitor
Permit to Work
Prohibition
Provide
Restriction
Specification
Submit
Supervise
Training
FACTORIES ACT 1948 & MAHARASHTRA FACTORIES RULES, 1963
APPLY & OBTAIN
Sr. No. | Applicability | Item | Section / Rule | Form / Schedule | Frequency | Commentary | FAQ
1 | Registration as factory from CIF | Registration | Section 6 / Rule 5 | Form 1 | Every changes in constitution | Com Sec 6 / Com R 5 | FAQ 2E
2 | If employing 10 or more workers with the aid of power or 20 or more without the use of power. | New Licence | Section 2 (m) / Section 6 / Rule 5 | Form 2 | | Com Sec 2 / Com Sec 6 / Com R 5 | FAQ 2A
3 | After expiry of licensed period | Renewal of licence | Section 2 (m) / Section 6 / Rule 5 | | Before 2 months of expiry of licence i.e. 31st October of last year | Com Sec 2 / Com Sec 6 / Com R 5 | FAQ 2M
http://www.webstac.in/webstac_portal/content/round_about/mah_ra/acts_rules/factories_Act_1948/fa_rules_application.jsp
Internet
100%

Figure 6. Index on Factories Act and State Factory Rules in Round and About – "Round"

This feature is exclusively developed to help the users to directly see the provisions of the Law or Rule that involves a particular action for example "Inform and Report"

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On clicking “About”, a list of tasks /Action points appears as shown in following Figure
If “Apply & Obtain” is selected, it gives a list of Acts/Rules for which the task “Apply & Obtain” is applicable appears & also shows corresponding information.

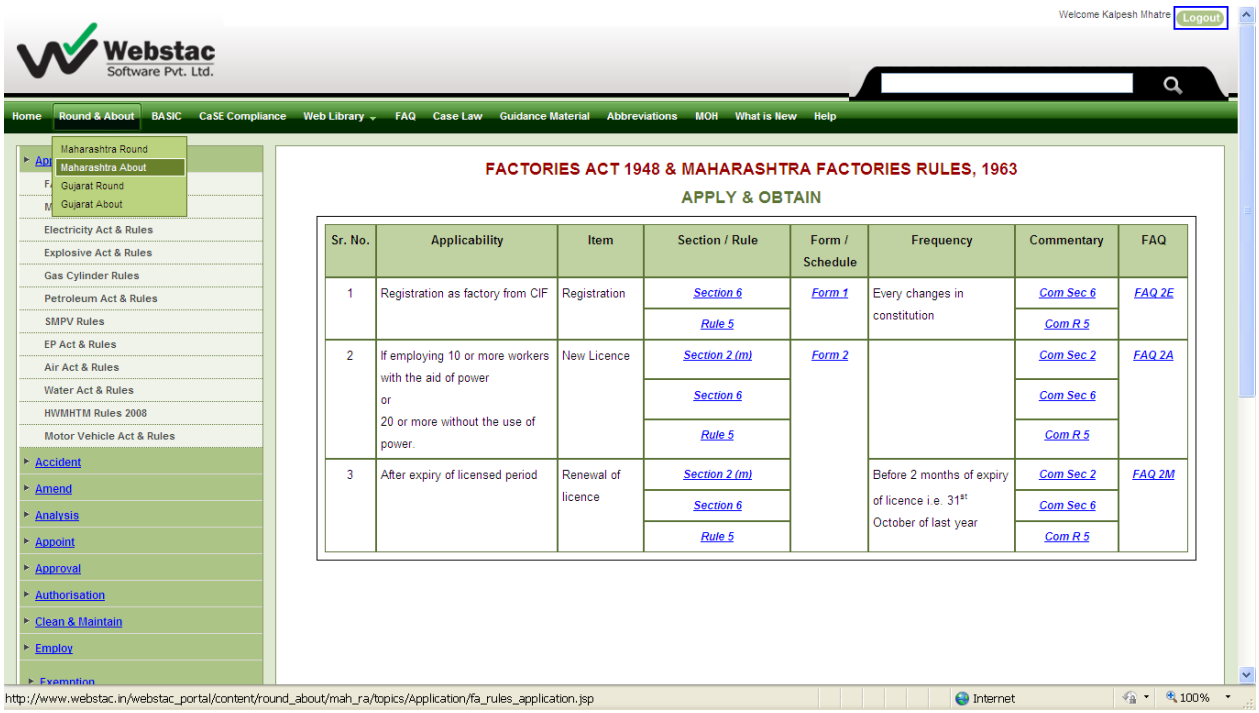

Figure 7. Index on Factories Act and State Factory Rules in Round and About – “About”

Feature is exclusively developed to directly see the Act & Rules for which the given Task / Action points etc. are applicable.

1.3. Web Library

- Maharashtra
- *Gujarat*
- *West Bengal*
- *Tamil Nadu*
- *Karnataka*
- *Goa*
- *Daman & Diu*
- *Rajasthan*
- *Punjab*
- *Haryana*
- *Uttar Pradesh*
- *Uttarahand*
- *Madhya Pradesh*
- *Chattisgarh*
- *Orrisa*
- *Andhra Pradesh*
- *Bihar*
- *Jharkhand*
- *Himachal*
- *Delhi*

Web library contains bare acts & rules in HSE legislation, suitably hyper-linked. Main feature of the Web library is “ Commentary” on Factories Act/ state factories rules. it explains act and State Factories Rules in the simple English. Factories Act State Rule are now just easy to understand.

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Welcome Kalpesh Mhatre
Logout
Webstac
Software Pvt. Ltd.
Home
Round & About
BASIC
CaSE Compliance
Web Library
FAQ
Case Law
Guidance Material
Abbreviations
MOH
What is New
Help
I - Preliminary
II - The Inspecting Staff
III - Health
IV - Safety
21. Fencing of machinery.
22. Work on or near machinery
23. Employment of young ..
24. Striking gear and devices
25. Self-acting machines.
26. Casing of new machinery
27. Prohibition of employment ..
28. Hoists and lifts.
29. Lifting machines, chains, ..
30. Revolving machinery.
31. Pressure Plant.
32. Floors, stairs and means of..
33. Pits, sumps, openings in ..
34. Excessive weights.
35. Protection of eyes.
36. Precautions against danger..
36-A Precautions regarding ..
37. Explosive or inflammable ..
38. Precautions in case of fire.
THE FACTORIES ACT, 1948
CHAPTER IV - SAFETY
Go to Section
COMMENTARY
Section 21- Fencing of Machineries
Sub-section (1)
This is one of the important provisions under the Act. It deals with "" Machine Guarding". These Provisions forms the basis for defining the dangerous parts of machine. It is about those parts if not guarded properly, can lead to an injury.
A guarding is to be provided to following;
1. All the moving parts of a prime mover which could be, motor, steam engine, or internal combustion engines, including their flywheels, irrespective of their location.
2. Water turbines head and tail races are to be provided with the guarding.
3. Stock bar projecting out of a lathe or any other similar machine is also to be guarded.
It is necessary to understand as to what is to be considered as a "SAFE", in the context of logic underlying under this Section. Any part of the machinery that is accessible from a normal working position and on coming in contact, has a potential to cause an injury is to be considered as dangerous therefore unsafe. The nature and seriousness of injury is not a consideration. Guard once provided, makes the part covered safe. The guard has to make the dangerous part inaccessible, while the machine is in motion or use. The guards needs to be properly designed and has to be robust by construction. Later is important it is expected that guard should not get affected by normal activities on or near the machine. Those are also to be so fixed or anchored in a manner that those can not be easily removed. It prescribes that;
• Every part of electric generator, motor or rotary converters are to be protected by suitable guarding unless they are safe.
• Transmission machinery used in transfer of power by motion or torque is to be fenced, to make them safe.
Internet
100%

Figure 8. ***Commentary in Web Library***

1.4. FAQ (Frequently Asked Questions)

On clicking on FAQ tab in horizontal menu bar, Fig. below will appear showing following list of the Laws or Rules. Select any one of them.

- Factories Act & Rules
- Electricity Act & Rules
- Explosive Act & Rules
- Petroleum Act & Rules
- Gas Cylinder Rules
- Static & Mobile Pressure Vessel Rules
- Consent under Water, Air Act and Rules
- Air Act & Rules
- Water Act & Rules
- Hazardous Waste Rules
- CRZ Notification

If you select Factories Act following screen will appear. It opens on an Index of FAQ. Select any that will take you to desired answer.

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Welcome Kalpesh Mhatre Logout
Webstac Software Pvt. Ltd.
Home Round & About BASIC CaSE Compliance Web Library FAQ Case Law Guidance Material Abbreviations MOH What is New Help
Factories Act & Rules
Electricity Act/Rules
Explosive Act/Rules
Petroleum Act/Rules
Gas Cylinder Rules
SMPV Rules
Consent Application
Air Act/Rules
Water Act/Rules
Haz.Waste Rules
CRZ Notification
FAQs - Factories Act & Rules
Instructions for User
Index
I General
II Registration, Approval of drawings & Licence Renewal
III Refusal to grant or renew the licence
IV Safety
V Provisions applicable to factories having hazardous process
VI Working Hours
VII Overtime
VIII Registers of records, display and signage management
IX Notices to be displayed
X Welfare Facilities
XI Returns
XII Dangerous operations
XIII MAH Factories and Hazardous chemicals
XIV Qualification and Experience
XV Maintenance of Plant, Building and Machinery
XVI Fire prevention
XVII Provision of Firefighting Machinery
XVIII Firefighting Machinery – maintenance
FAQ' - FACTORIES ACT 1948 & STATE FACTORIES RULES
FAQ
1. General
A. Why and what is the Factories Act?
B. What are the types of provisions in general under the Factories Act?
C. Are there any benefits for the licence the Factories Act?
2. Registration & Li
A. When, is the license under the Factories Act, 1948 is necessary?
B. Can you explain Section 85, of the Factories Act and how does this Section operates?
C. If I am employing just up to 9 workers in the manufacturing activity, with the aid of power (motive) or up to 19 without the use of any power, do the premises come under the provisions of the Factories Act?
D. If any place/premises, is covered by the Shops & Establishments Act, will it have the applicability of the Factories Act?
E. What is the procedure notice of occupation and for registration and grant of licence?
F. Are there any Consequences when one fails to nominate the occupier?
G. When is that we should submit plans (drawings) for approval, in case of a proposed factory?
H. What are the requirements regarding submission of plans (drawings) for approval?
I. When is the approval plans required?
J. What is the nature of the conditions laid down at the time of the grant of approval to the "Plans"?
K. Does the open air premises, constitute a factory?
L. When is that we should submit plans (drawings) for approval, in case of a old factory?
M. What is the procedure for applying for the renewal of licence?
N. As to when the amendment in licence will be necessary?
O. For amendment whether payment of extra fees will be necessary?
http://www.webstac.in/webstac_portal/content/faq/faqs_factories_act/faqs_fafr_index.jsp
Internet
100%

Figure 9. FAQ - Index on Factories Act and State Factory Rules.

1.5. Case Laws

On clicking "Case Law" Fig below will open. At present site provides the Case Laws pertaining to Factories Act, Environment Protection Act, Air (P & CP) Act, Water (P &CP) Act, Explosives Act, Explosives Substances Act limited to few sections only.
We will be adding more and for other laws in subscribed version.

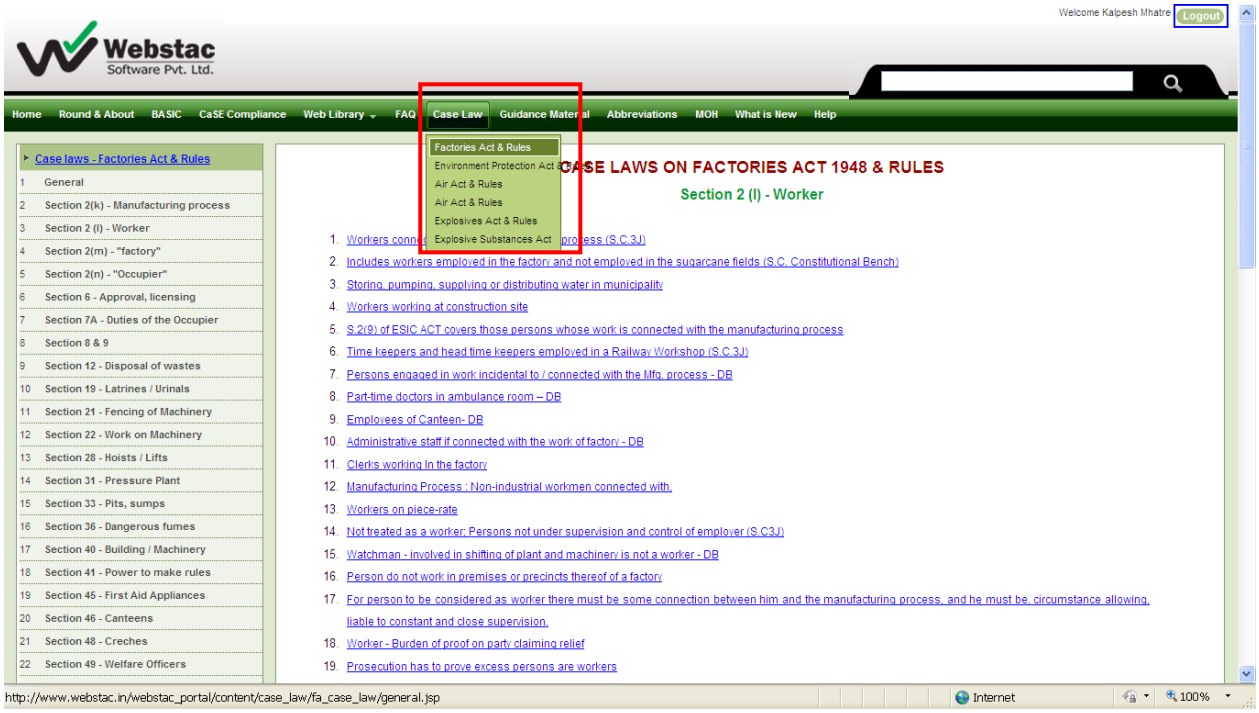
Welcome Kalpesh Mhatre Logout
Webstac Software Pvt. Ltd.
Home Round & About BASIC CaSE Compliance Web Library FAQ Case Law Guidance Material Abbreviations MOH What is New Help
Factories Act & Rules
Environment Protection Act
Air Act & Rules
Air Act & Rules
Explosives Act & Rules
Explosive Substances Act
Case laws - Factories Act & Rules
1 General
2 Section 2(k) - Manufacturing process
3 Section 2 (l) - Worker
4 Section 2(m) - "factory"
5 Section 2(n) - "Occupier"
6 Section 6 - Approval, licensing
7 Section 7A - Duties of the Occupier
8 Section 8 & 9
9 Section 12 - Disposal of wastes
10 Section 19 - Latrines / Urinals
11 Section 21 - Fencing of Machinery
12 Section 22 - Work on Machinery
13 Section 28 - Hoists / Lifts
14 Section 31 - Pressure Plant
15 Section 33 - Pits, sumps
16 Section 36 - Dangerous fumes
17 Section 40 - Building / Machinery
18 Section 41 - Power to make rules
19 Section 45 - First Aid Appliances
20 Section 46 - Canteens
21 Section 48 - Creches
22 Section 49 - Welfare Officers
CASE LAWS ON FACTORIES ACT 1948 & RULES
Section 2 (l) - Worker
1. Workers connd process (S.C.3J)
2. Includes workers employed in the factory and not employed in the sugarcane fields (S.C. Constitutional Bench)
3. Storing, pumping, supplying or distributing water in municipality
4. Workers working at construction site
5. S.2(9) of ESIC ACT covers those persons whose work is connected with the manufacturing process
6. Time keepers and head time keepers employed in a Railway Workshop (S.C.3J)
7. Persons engaged in work incidental to / connected with the Mfg. process - DB
8. Part-time doctors in ambulance room – DB
9. Employees of Canteen- DB
10. Administrative staff if connected with the work of factory - DB
11. Clerks working in the factory
12. Manufacturing Process : Non-industrial workmen connected with.
13. Workers on piece-rate
14. Not treated as a worker: Persons not under supervision and control of employer (S.C3J)
15. Watchman - involved in shifting of plant and machinery is not a worker - DB
16. Person do not work in premises or precincts thereof of a factory
17. For person to be considered as worker there must be some connection between him and the manufacturing process, and he must be, circumstance allowing, liable to constant and close supervision.
18. Worker - Burden of proof on party claiming relief
19. Prosecution has to prove excess persons are workers
http://www.webstac.in/webstac_portal/content/case_law/fa_case_law/general.jsp
Internet
100%

Figure 10. FAQ - Index on Case Law: Factories Act and State Factory Rules.

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1.6. Guidance Material

Under this tab you will see figure below

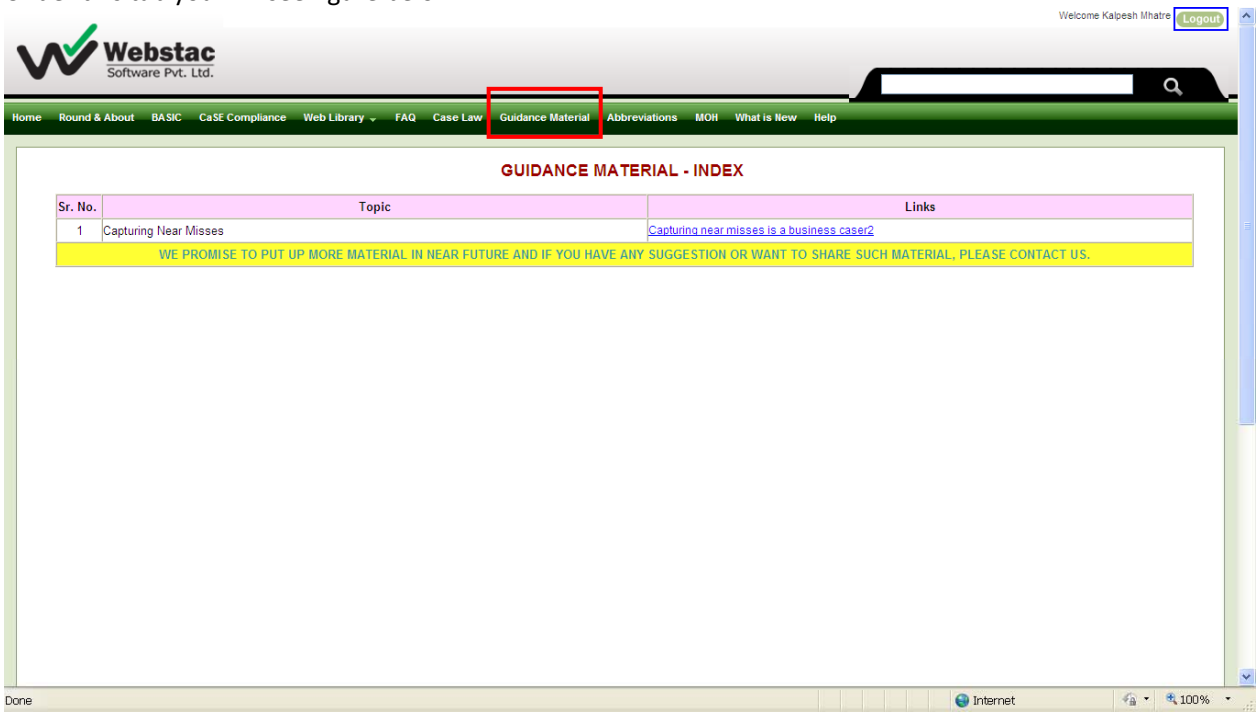

Figure 11. Guidance Material – Index Page

At present we have up loaded just a one article.
In future we promise to give you more. In case you have any interesting article, presentation, photographs or case studies, that you would like to share with others, please send it to us. We can also consider for giving some handsome compensation for the efforts taken

Other common features are

- **Abbreviations**
- **What is new** – by this we will update you regarding latest amendments in legislation across India, and also on changes in the contents made on the website in the context of these amendments.
- **Help** – It is about the help in respect of browsing and filling the forms etc.

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2. Filling statutory forms on-line and generating reminders

Please remember this is a demo version for trial and so limited features are made available.

2.1. About Compliance Manager

On clicking “CaSE Compliance” tab in index page a new window of Dashboard will open. (Figure below)

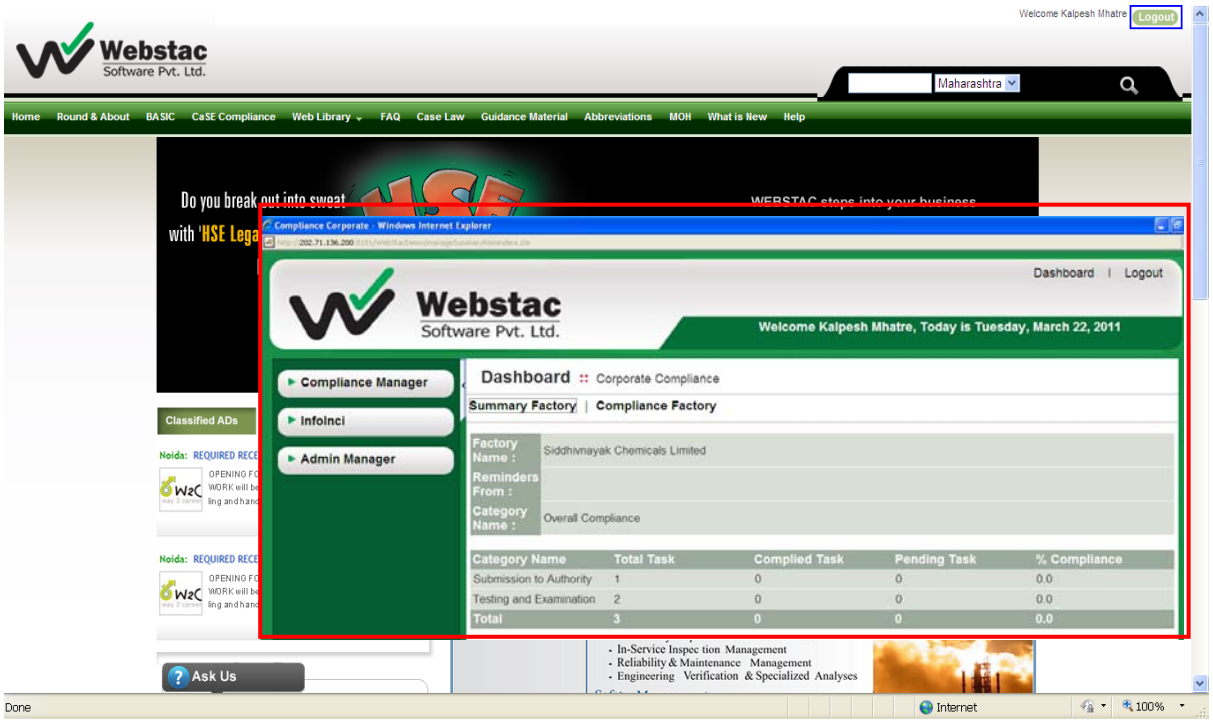

Figure 12. CaSE Compliance opening new window of dashboard

You can now enlarge this newly opened window as below

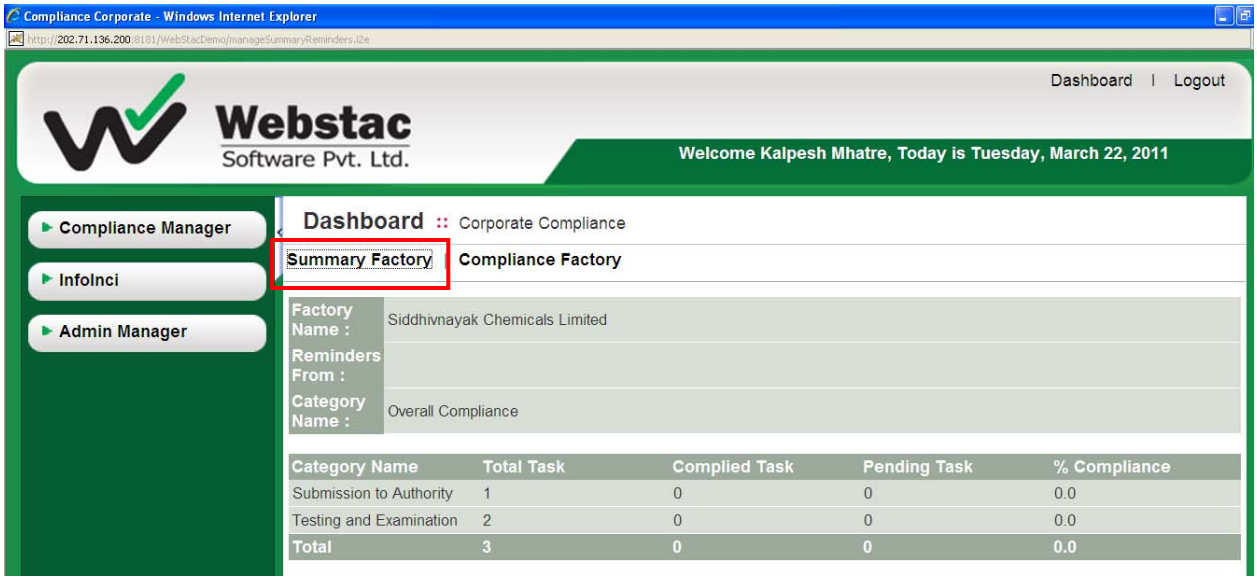
Compliance Corporate - Windows Internet Explorer
http://202.71.136.200:8181/WebStacDemo/manageSummaryReminders.i2e
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Corporate Compliance
Summary Factory
Compliance Factory
Factory Name : Siddhivnayak Chemicals Limited
Reminders From :
Category Name : Overall Compliance
Category Name | Total Task | Complied Task | Pending Task | % Compliance
Submission to Authority | 1 | 0 | 0 | 0.0
Testing and Examination | 2 | 0 | 0 | 0.0
Total | 3 | 0 | 0 | 0.0

Figure 13. Dashboard –Summary page

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Dashboard has three options

1. Summary
2. Compliance
3. My Planner

However it opens in Summary mode by default

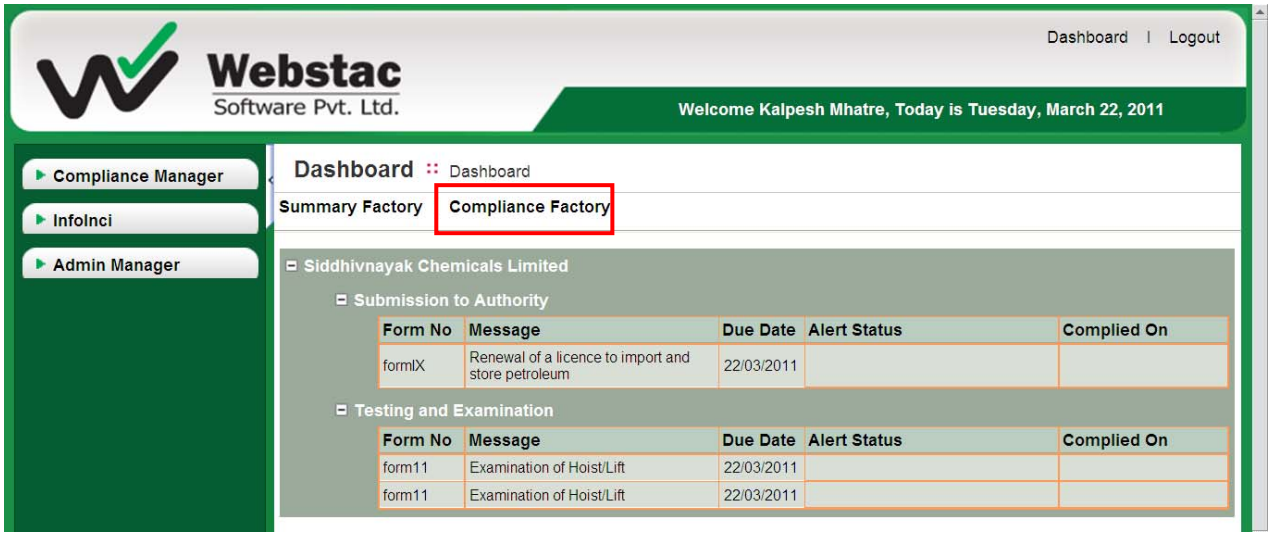
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Dashboard
Summary Factory
Compliance Factory
Siddhivnayak Chemicals Limited
Submission to Authority
Form No | Message | Due Date | Alert Status | Complied On
formIX | Renewal of a licence to import and store petroleum | 22/03/2011
Testing and Examination
Form No | Message | Due Date | Alert Status | Complied On
form11 | Examination of Hoist/Lift | 22/03/2011
form11 | Examination of Hoist/Lift | 22/03/2011

Figure 14. Dashboard – Compliance Reminders

Applications can be initiated by using any the following

- Compliance reminders window shows following options
  - Today
  - Within 1 to 7 days
  - Within 8 to 15 days
  - Within 16 to 30 days
  - Within 31 to 90 days

It senses the dates for compliances from the date of filling of forms such as date of testing of a pressure vessel, white washing, license renewal application etc. and generates alerts. For annual activities alerts by default will be at least ONE MONTH in advance. If it is six monthly activity it will be 15 days and for quarterly activities it will be 7 days in advance. You may change this period as per your choice. The reminders will be set by filling of forms. For this click on Compliance Manager.

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2.1.1. Filling forms

On clicking “Compliance Manager” a sub-menu “Fill forms” will open and show the list of the Act and Rules.

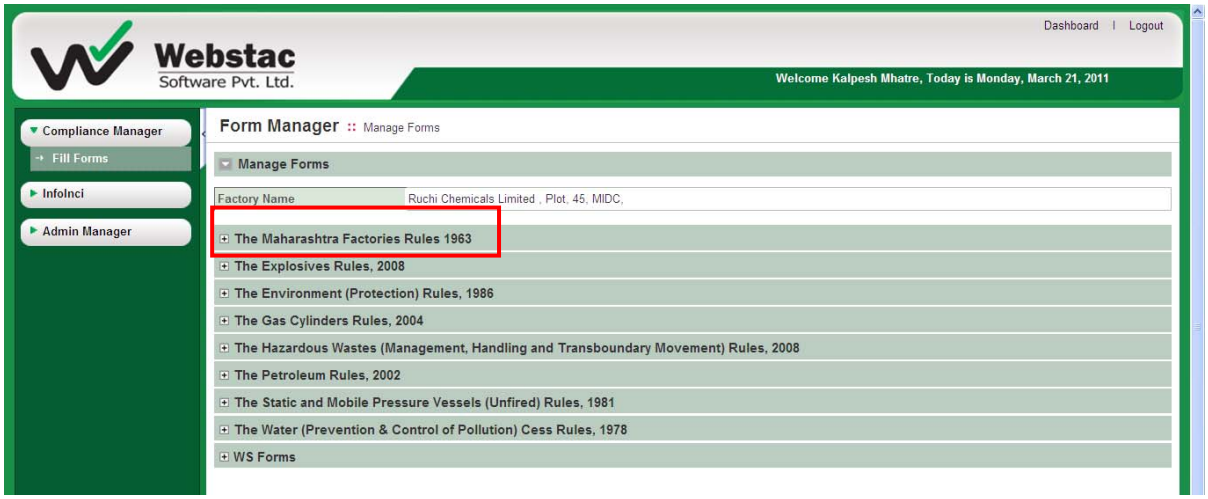
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
Infolnci
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Factory Name
Ruchi Chemicals Limited , Plot. 45, MIDC,
The Maharashtra Factories Rules 1963
The Explosives Rules, 2008
The Environment (Protection) Rules, 1986
The Gas Cylinders Rules, 2004
The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
The Petroleum Rules, 2002
The Static and Mobile Pressure Vessels (Unfired) Rules, 1981
The Water (Prevention & Control of Pollution) Cess Rules, 1978
WS Forms

Figure 15. Fill Forms

Now click on any of those Act or Rules. If you click on “Maharashtra Factories Rules” figure 16” as below will appear.

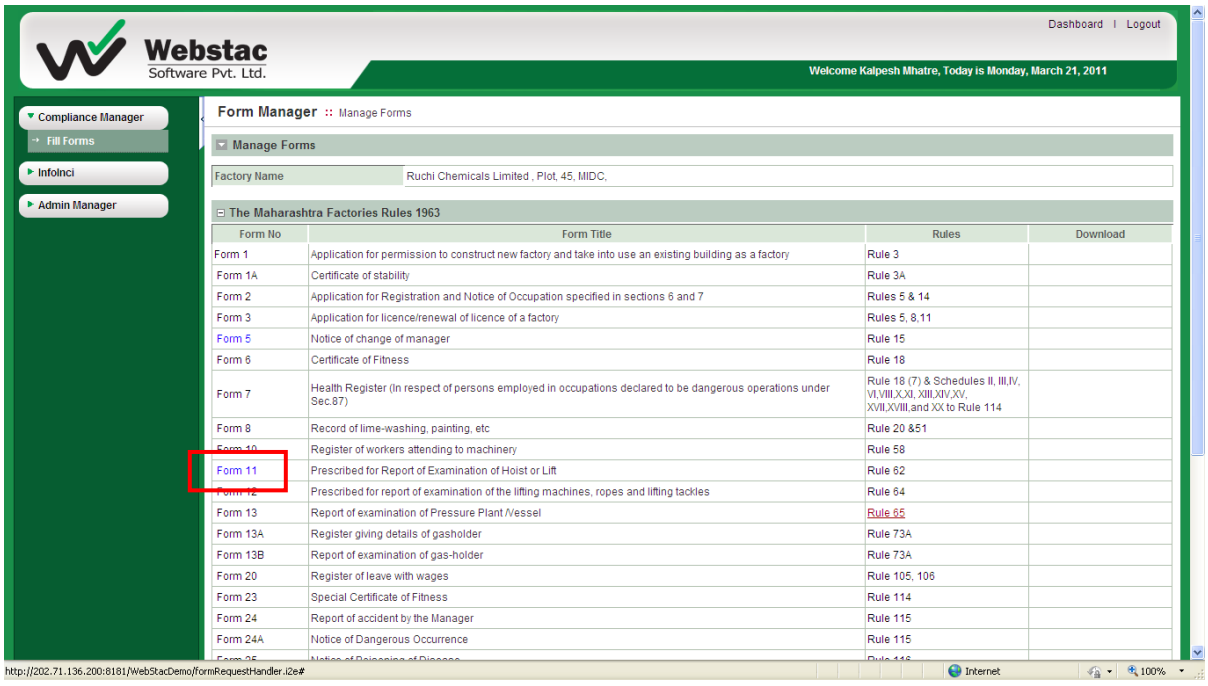
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
Infolnci
Admin Manager
Form Manager :: Manage Forms
Manage Forms
Factory Name
Ruchi Chemicals Limited , Plot. 45, MIDC,
The Maharashtra Factories Rules 1963
Form No | Form Title | Rules | Download
Form 1 | Application for permission to construct new factory and take into use an existing building as a factory | Rule 3
Form 1A | Certificate of stability | Rule 3A
Form 2 | Application for Registration and Notice of Occupation specified in sections 6 and 7 | Rules 5 & 14
Form 3 | Application for licence/renewal of licence of a factory | Rules 5, 8,11
Form 5 | Notice of change of manager | Rule 15
Form 6 | Certificate of Fitness | Rule 18
Form 7 | Health Register (In respect of persons employed in occupations declared to be dangerous operations under Sec.87) | Rule 18 (7) & Schedules II, III,IV, VI,VIII,X,XI, XIII,XIV,XV, XVII,XVIII,and XX to Rule 114
Form 8 | Record of lime-washing, painting, etc | Rule 20 &51
Form 11 | Prescribed for Report of Examination of Hoist or Lift | Rule 62
Form 13 | Report of examination of Pressure Plant /Vessel | Rule 65
Form 13A | Register giving details of gasholder | Rule 73A
Form 13B | Report of examination of gas-holder | Rule 73A
Form 20 | Register of leave with wages | Rule 105, 106
Form 23 | Special Certificate of Fitness | Rule 114
Form 24 | Report of accident by the Manager | Rule 115
Form 24A | Notice of Dangerous Occurrence | Rule 115
http://202.71.136.200:8181/WebStacDemo/formRequestHandler.i2e#
Internet
100%

Figure 16. Forms List

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If you select Form 11 following screen (See figure) will appear

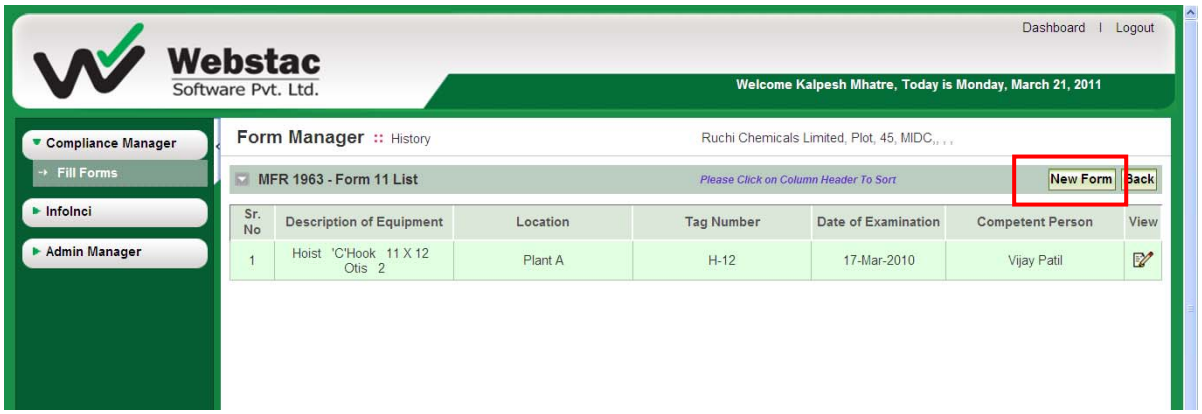

Figure 17. History of previously filled Forms, No. 11 of Maharashtra Factories Rules

Now you can edit the form filled in view mode or start filling new form (See Figure) by clicking on new form. This new form will have some of the fields populated such as Name of the factory, address etc.

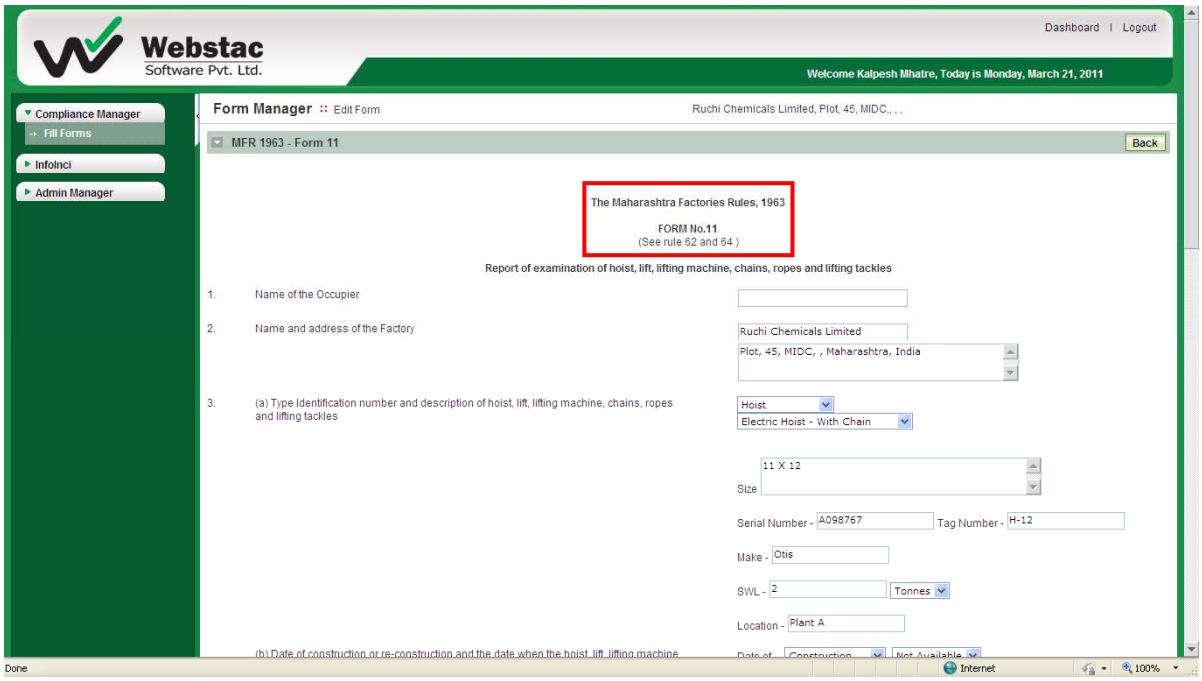
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Monday, March 21, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: Edit Form
Ruchi Chemicals Limited, Plot, 45, MIDC,, , ,
MFR 1963 - Form 11
Back
The Maharashtra Factories Rules, 1963
FORM No.11
(See rule 62 and 64)
Report of examination of hoist, lift, lifting machine, chains, ropes and lifting tackles
1. Name of the Occupier
2. Name and address of the Factory
Ruchi Chemicals Limited
Plot, 45, MIDC, , Maharashtra, India
3. (a) Type Identification number and description of hoist, lift, lifting machine, chains, ropes and lifting tackles
Hoist
Electric Hoist - With Chain
Size
11 X 12
Serial Number - A098767
Tag Number - H-12
Make - Otis
SWL - 2
Tonnes
Location - Plant A
Done
Internet
100%

Figure 18. New Form No. 11 of Maharashtra Factories Rules

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2.1.2. Moving around with Forms

You are in a position to perform following with these forms

1. You can fill the necessary information in these forms which is a part of statutory compliance and submit them as the case may be. For statutory compliance this form is to be printed and is to be maintained as a record. This facility is provided for every form.

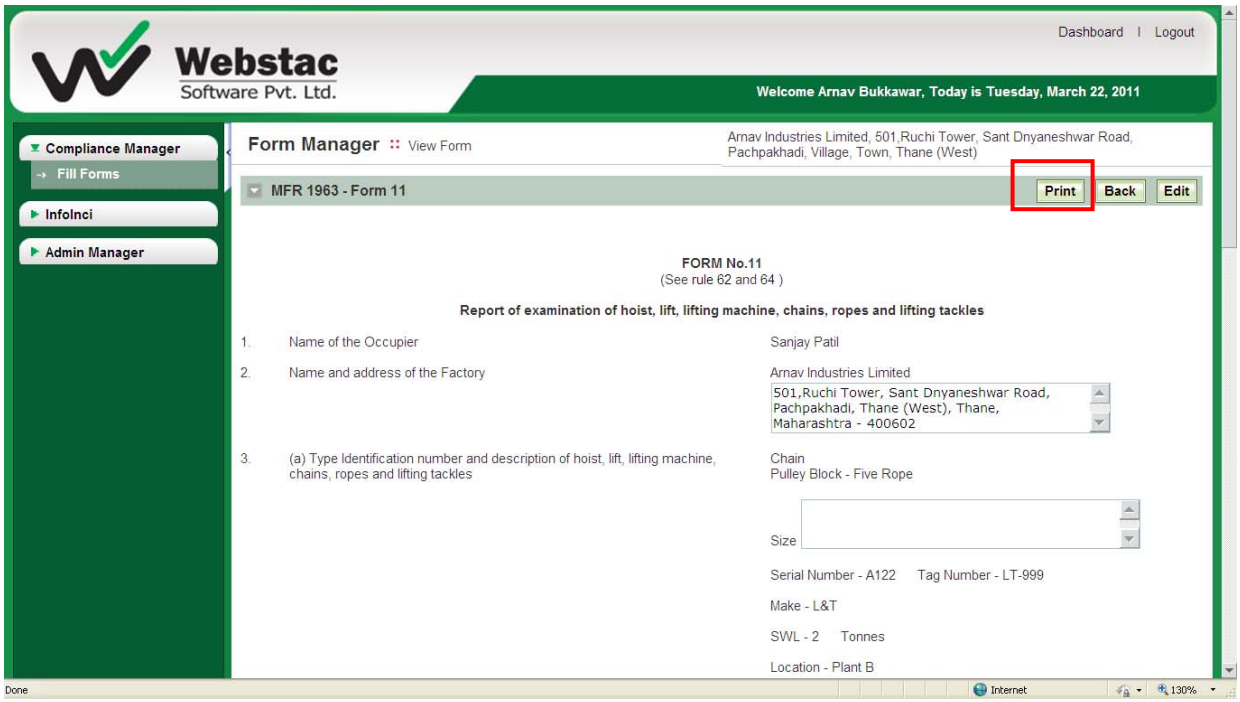
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Tuesday, March 22, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: View Form
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 11
Print
Back
Edit
FORM No.11
(See rule 62 and 64)
Report of examination of hoist, lift, lifting machine, chains, ropes and lifting tackles
1. Name of the Occupier
Sanjay Patil
2. Name and address of the Factory
Arnav Industries Limited
501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Thane (West), Thane, Maharashtra - 400602
3. (a) Type Identification number and description of hoist, lift, lifting machine, chains, ropes and lifting tackles
Chain
Pulley Block - Five Rope
Size
Serial Number - A122 Tag Number - LT-999
Make - L&T
SWL - 2 Tonnes
Location - Plant B
Done
Internet
130%

Figure 19. Print tab on the form

2. Once filled you can save it. It can be seen in history page. Once you save and close the form the history page opens.

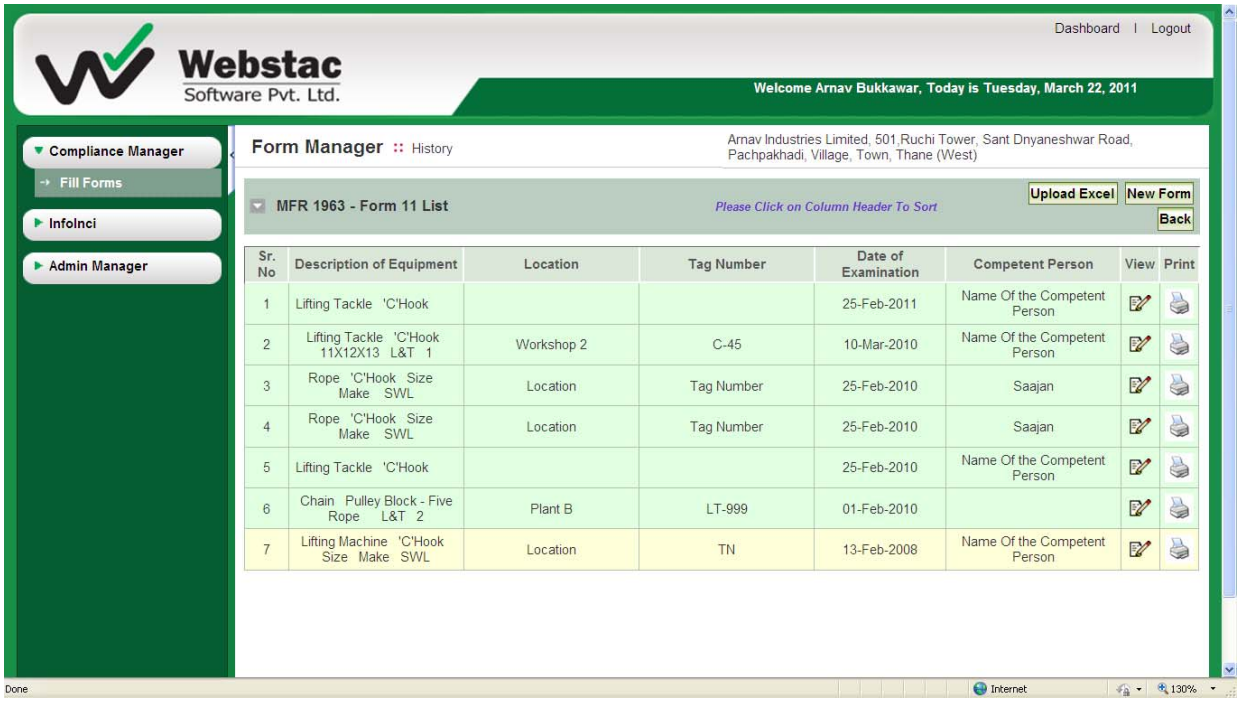
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Arnav Bukkawar, Today is Tuesday, March 22, 2011
Compliance Manager
Fill Forms
InfoInci
Admin Manager
Form Manager :: History
Arnav Industries Limited, 501,Ruchi Tower, Sant Dnyaneshwar Road, Pachpakhadi, Village, Town, Thane (West)
MFR 1963 - Form 11 List
Please Click on Column Header To Sort
Upload Excel
New Form
Back
Sr. No | Description of Equipment | Location | Tag Number | Date of Examination | Competent Person | View | Print
1 | Lifting Tackle 'C'Hook | | | 25-Feb-2011 | Name Of the Competent Person
2 | Lifting Tackle 'C'Hook 11X12X13 L&T 1 | Workshop 2 | C-45 | 10-Mar-2010 | Name Of the Competent Person
3 | Rope 'C'Hook Size Make SWL | Location | Tag Number | 25-Feb-2010 | Saajan
4 | Rope 'C'Hook Size Make SWL | Location | Tag Number | 25-Feb-2010 | Saajan
5 | Lifting Tackle 'C'Hook | | | 25-Feb-2010 | Name Of the Competent Person
6 | Chain Pulley Block - Five Rope L&T 2 | Plant B | LT-999 | 01-Feb-2010
7 | Lifting Machine 'C'Hook Size Make SWL | Location | TN | 13-Feb-2008 | Name Of the Competent Person
Done
Internet
130%

Figure 20. History of a Form.

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3. Form is programmed to give you reminder at least 1 month in advance, sensing when it will be necessary to fill and submit to authorities.
4. The reminders are shown on Dash Board page, as below.

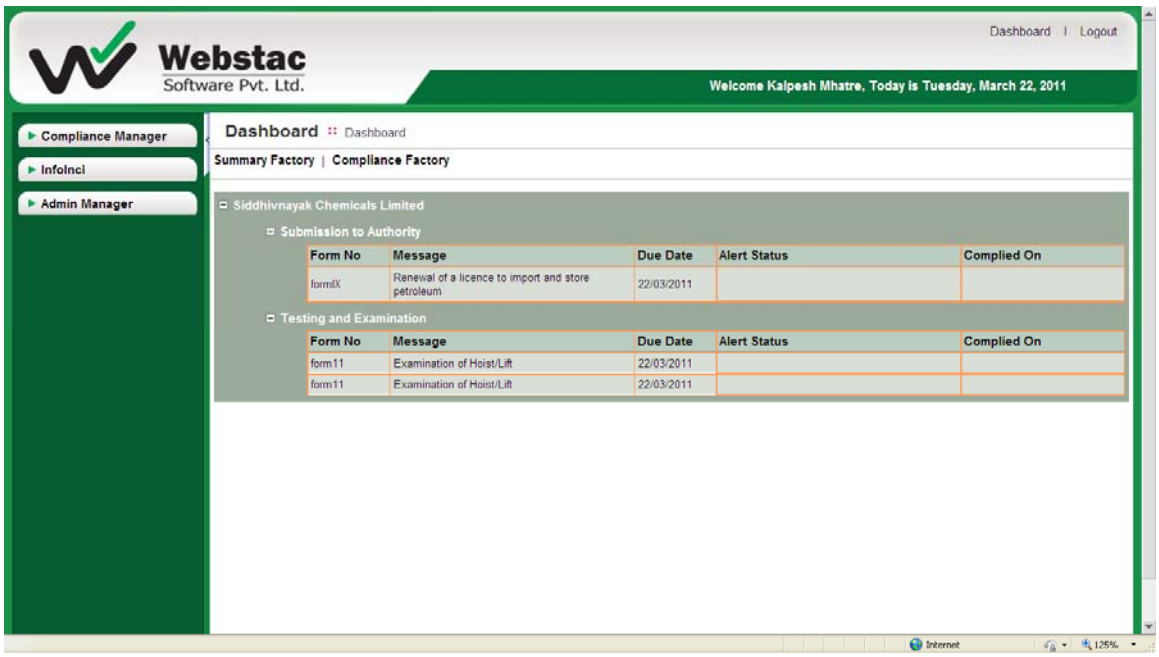
Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoIncl
Admin Manager
Dashboard :: Dashboard
Summary Factory | Compliance Factory
Siddhivnayak Chemicals Limited
Submission to Authority
Form No | Message | Due Date | Alert Status | Complied On
formIX | Renewal of a licence to import and store petroleum | 22/03/2011
Testing and Examination
Form No | Message | Due Date | Alert Status | Complied On
form11 | Examination of Hoist/Lift | 22/03/2011
form11 | Examination of Hoist/Lift | 22/03/2011

Figure 21. Dash Board – Compliance

5. The Dash Board page opens in a new window once you click on CaSE Compliance Tab in opening page.

Compliance Manager is the view in the Webstac console that lets you manage your forms for following.

Summarily following steps will be involved in filling the forms

1. Click Compliance Manager – it opens sub menu " Fill Forms"
2. Click Fill Forms in left pane, the list of the Acts and Rules gets displayed on right pane
3. Select the law or rule under which the Form falls.
4. On click you will see the entire list of the Forms under that particular law or rule.
5. Select the Form in the list displayed. The list has 4 columns. If you want to see the form click on the Form No in the First Column. Middle column shows the title of the form as given by the corresponding Law or Rule. The 3rd column provides hyperlink to take you to the applicable Section or the Rule. Last Column is for down-loading the form. Click on the PDF or the MS Word icon depending on the format in which you want to download the form

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Table below explains the uses of various tabs provided.

Tab	Uses
Add New	It permits to add a new record in a filled form wherever necessary to do so.
Edit	To Edit the necessary information in the form
View	To see the already saved form.
Save (for table)	Button is provided in each table to save the entry in the row & for adding a new row
Save	After all the related entries in the form are done correctly, user can save the form
Save as copy	This enables user to create a duplicate of the previously filled form. After carrying out the necessary changes, user can save this form separately for subsequent submission as a new form for the next occasion. This will save lot of efforts of making fresh entries every time such a form is to be submitted to authorities.
Publish	It enables users in factory to show the filled forms to the corporate/Company users. Company/Corporate users can thus track the compliance status of the factory.
Print	Enables user to take printouts.
Scheduling of reminders	In all forms we have provided default reminders on the basis of frequency/dates prescribe by the statute. However you can customize them as per your needs.
History	Record of all the previously filled forms is viewed in History. This History can be sorted based on user needs

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2.1.3. Forms available in demo

In demo you will have access to following forms only.

Rule	Form No.	Title
The Maharashtra Factories Rules 1963	Form 5	Notice of Change of Manager
The Maharashtra Factories Rules 1963	Form 11	Prescribed for Report of Examination of Hoist or Lift
The Gas Cylinders Rules, 2004	Form C	Application For The Grant/Amendment/Renewal Of A Licence To Fill And/Or Store Compressed Gas In Cylinders
The Static and Mobile Pressure Vessels (Unfired) Rules, 1981	Form I	Application for the grant of amendment or renewal of a licence to store compressed gas in vessel or vessels.
The Environment (Protection) Rules, 1986	Form V	Environmental Statement
The Petroleum Rules, 2002	Form IX	Application for a grant/amendment/renewal/transfer of a licence to import and store petroleum
WS Forms	WS-12	For Examination and repairs to Critical Equipments under Chemical Works Schedule
WS Forms	WS-14	Inspection of Safety Belt/Harnesses

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3. Admin Manager

Admin Manager is a central location in Webstac that lets you manage all the Administrative and configuration tasks.

3.1. Factory

The Factory option under the Admin Manager lets you manage the entire factory details.

The Admin Manager presents the following configuration options: (*Links shown in italics font are not active in Demo)*

- Factory
  - *Contractor*
  - Department
  - Designation
  - Factory Info
  - *Factory Employee*
  - *Factory User*
  - *Occupier info*
  - *Manager info*
  - *Manage Form*
  - *Man Hrs*
  - *User Permission*

3.1.1. Department

The Department option lets you add/edit a new department to the factory. It is permitted only to "Factory Admin user".

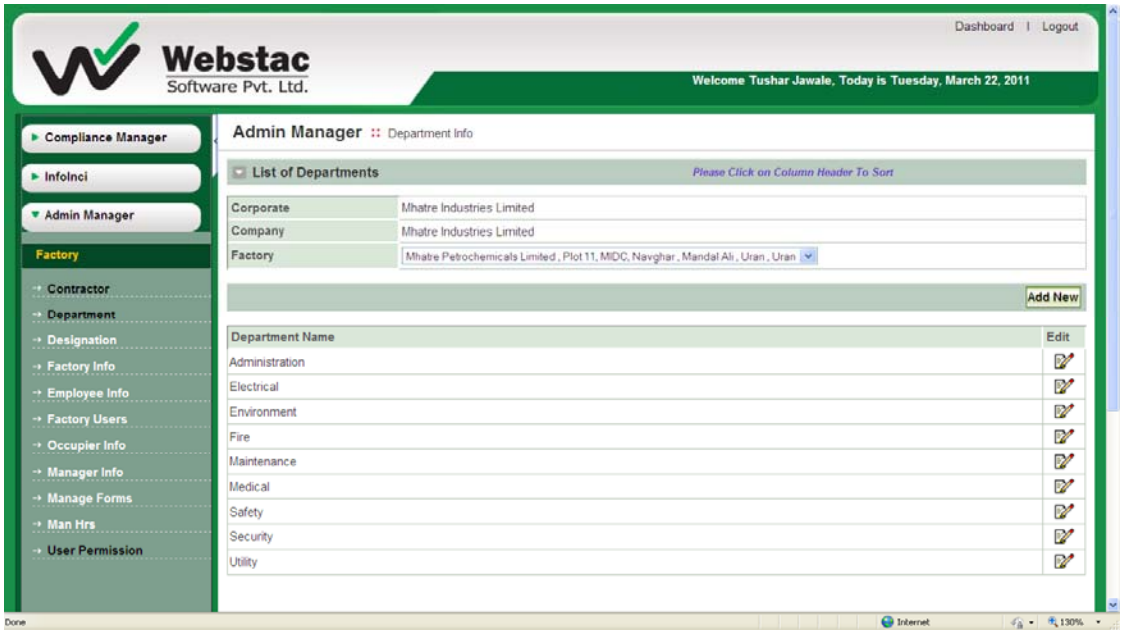

Figure 22. Admin Manager- Department Page

The Department page presents the following options:

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Add New/edit	The **Add New/edit** option lets you add /edit an entirely new Department to the list. The Add New option launches the **Add /edit Department** page. You can type the name of the new department that you want to add in the **Department Name** box and click **Save.** The new department gets added to the Department list.

3.1.2. Designation

This option lets you manage the “Designations” working in the factory.

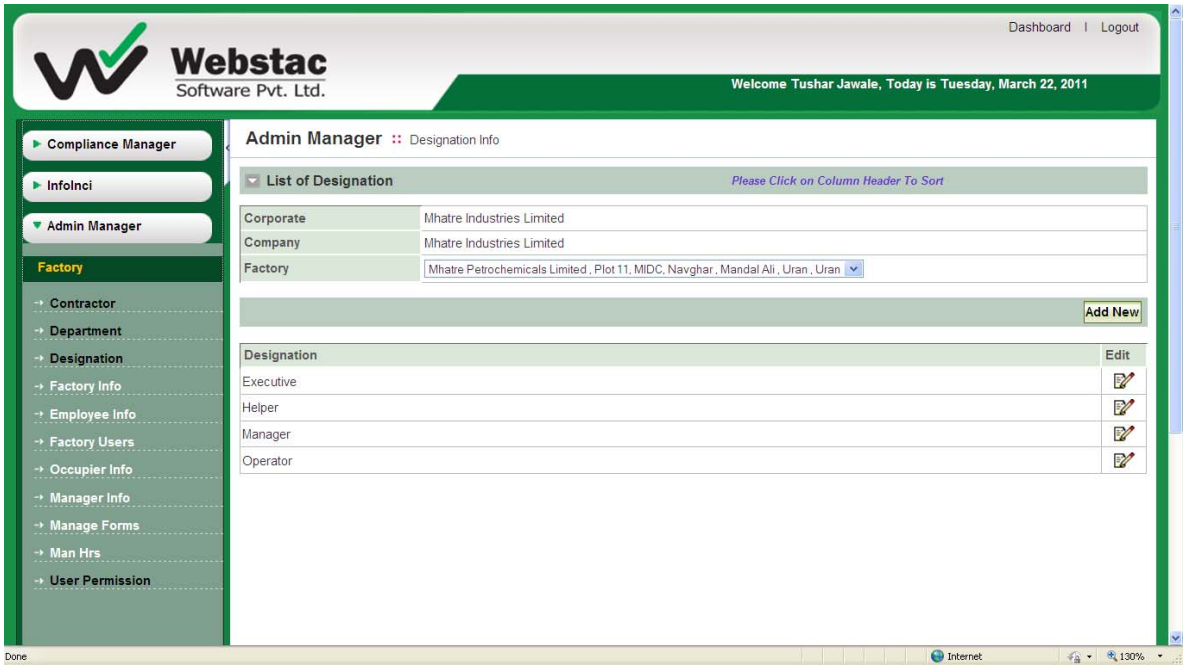

Figure 23. Admin Manager- Designation Page

The Designation page presents the following options:

Add New	The **Add New** option lets you add a new designation to the list. The Add New option launches the **Add Designation** page. You can type the name of the new designation that you want to add in the **Designation Name** box and click **Save.** The new designation gets added to the designations’ list.
Edit	The **Edit** option lets you edit the existing designations. The Edit option launches the **Edit Designation** page. You can edit the name of the existing designation and type a new name in the **Designation Name** box and click **Save**. The designation with the new name replaces the old designation.

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3.1.3. Factory Info

The Factory Info page presents the following option:

Edit	The **Edit** option lets you edit the existing factory information. Only "Factory Admin user" is authorized to add or edit the information.

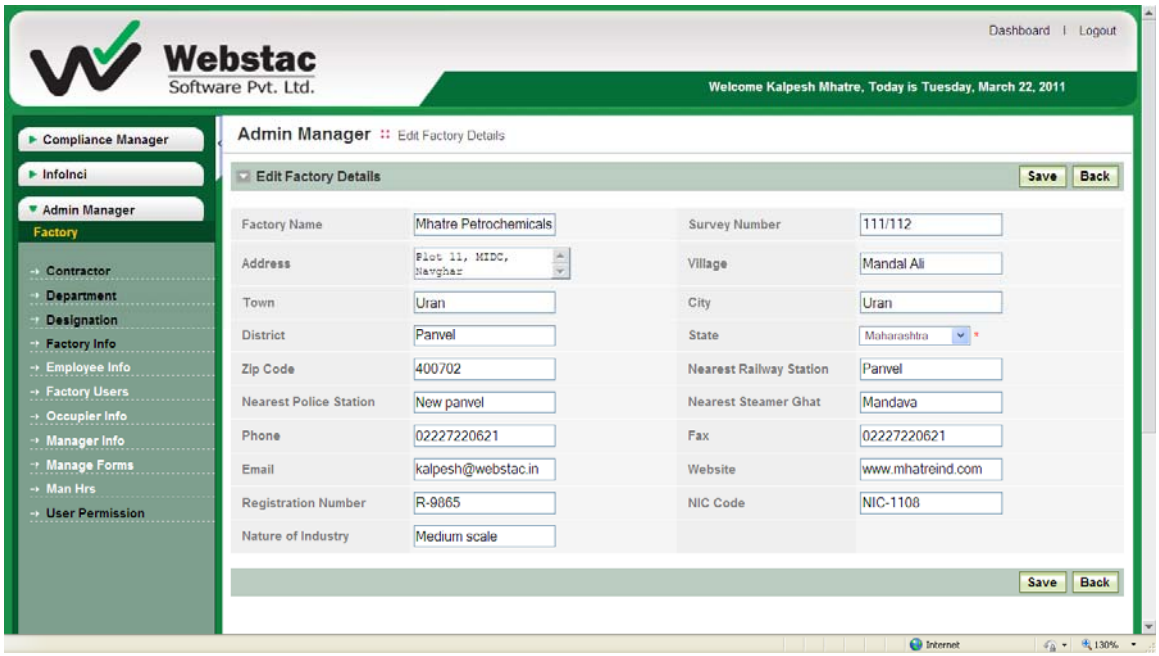

Figure 24. Admin Manager- Factory Info Page

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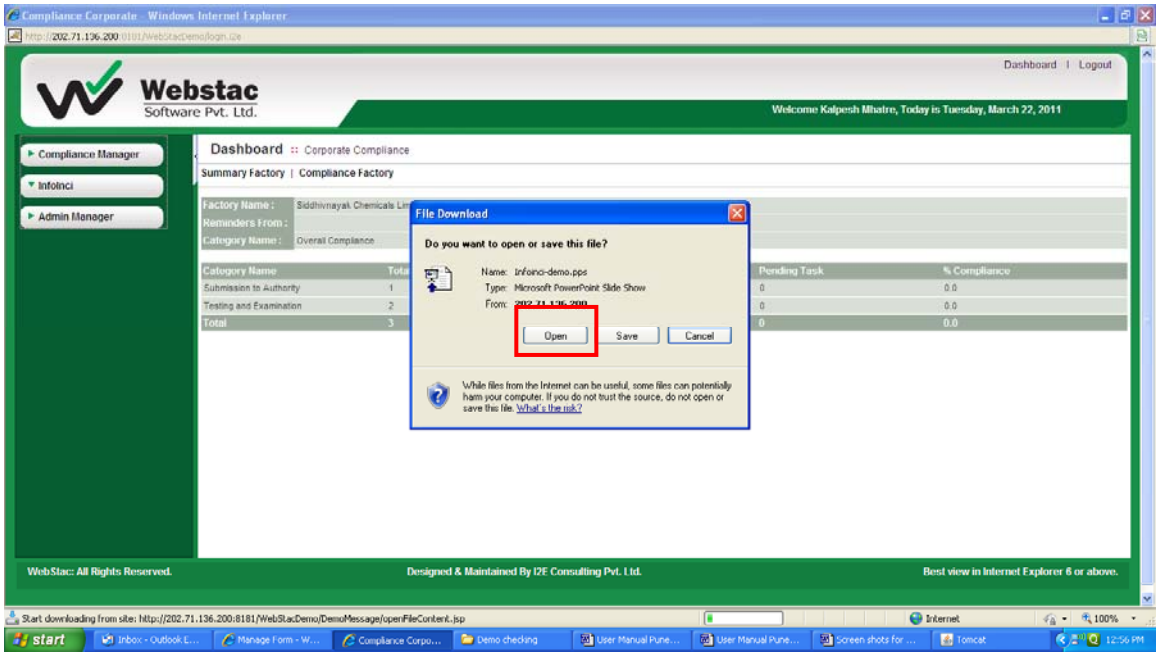
4. InfoInci (Information on Incident) module

The InfoInci module is not available in Demo. Please click on the tab, it will open to a presentation showing the features and flow. The module has been designed to capture necessary information on all kinds of accidents including near miss, to help a proper analysis and necessary conclusion and recommendation.


Webstac
Software Pvt. Ltd.
Dashboard | Logout
Welcome Kalpesh Mhatre, Today is Tuesday, March 22, 2011
Compliance Manager
InfoInci
Admin Manager
Dashboard :: Corporate Compliance
Summary Factory | Compliance Factory
File Download
Do you want to open or save this file?
Name: Infoinci-demo.pps
Type: Microsoft PowerPoint Slide Show
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
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Designed & Maintained By I2E Consulting Pvt. Ltd.
Best view in Internet Explorer 6 or above.

Figure 25. Open / Download InfoInci presentation

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